

OPEN DOORS AND WINDOWS

Directive: **6.30**

The following procedure will be followed when doors or windows are found open on schools or business places.

A. [REDACTED]

B. [REDACTED]

C. [REDACTED]

D. If (1-4) do not exist, Central will be notified to contact the owner.

1. If the owner responds, no report will be required.

2. If the owner does not respond, the officer will:

a. [REDACTED]

E. If anyone of C (1-4) exists the officers will:

1. Notify Central and take whatever appropriate action is necessary at the scene.

2. The proper report will be written.

3. If the owner does not respond, the officers will [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED], at which time a supplement report will be written by the proper division. Burglary - Detective Division, property damage - Patrol Division, etc.

F. In the case of burglar alarm, the same procedures will be followed where applicable. The only deviation will be in cases where the burglar alarm company, such as A.D.T., responds to the scene. In these cases, as a public service, we will cooperate by waiting for the agent to arrive and allow him to call the owner and reset the alarm.